**Shelley Williams**

## NELA Internship Weekly Activity Log

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| February | Teacher Observation | Teacher Evaluation | Teacher Meetings | Building Meetings | District Meetings | Community Meetings/ Contacts | Extra- Curricular Events | Management Tasks | Other |
| Monday  13 RRGSD | EC 5th grade |  |  |  | Met with personnel director |  |  |  |  |
| Tuesday  14 NELA |  |  |  |  |  |  |  |  | Literacy day 3 |
| Wednesday  15 RRGSD | 10th Algebra |  |  | SLT at Clara Hearne | QTL training |  |  |  |  |
| Thursday  16 RRGSD |  |  |  |  |  |  |  | Attended Job Fair at ECSU |  |
| Friday  17 RRGSD | Kindergarten first grade third grade |  |  |  |  |  |  |  |  |

\*Reflection on this weekly log (include feedback from coach and mentors: This week I met with the personnel director to discuss the evaluation schedule for the remainder of the school year. We also discussed staffing needs for the next school year. Quality Teaching and Learning Training was at RRHS. Our instructor, Pam led us through the “Coaching” observation and conference. She said that we cannot just evaluate talent, we have to coach talent. We must build relationships through our coaching which must be purposeful and directional. Our group of administrators went to a 10th grade algebra I class and observed for about 20 minutes. After the observation, our group brainstormed the evidences of good teaching that we saw. The teacher then came to be a part of our lesson. Pam spend about 10 minutes sharing with this teacher one evidence + good practice. The purpose of this type of experience is for the teacher to leave encouraged. This type of observation is designed for good teachers, not struggling teachers.

I observed in three classrooms at Hollister. I gave feedback in 2 of the 3 rooms. The third room, the students were taking a test so there was not much for me to comment on to the teacher. In the 1st grade class, this teacher asked the students to respond in complete sentences. I gave her positive feedback on that in hopes she would continue doing so. I then observed in a kindergarten class. The teacher was circulating through the room, checking on student’s progress on their writing assignment. I gave her positive feedback on that her movement through the room.

A 5th grade student got sent to the office. One student had a cooling off period with me. He completed his assignments and wrote a reflection paper on why he was in the office.